



Pandemic Influenza Surveillance Reporting Guidance

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NASA HQ developed a Pandemic Influenza Surveillance Reporting process in response to a new strain of influenza (2009 H1N1 influenza) that emerged this spring. The surveillance report form was developed by the Pandemic Influenza Working Group to capture data necessary to track the impact of the influenza on the daily operations of NASA HQ.

Surveillance Report Form

The report form was designed to capture the number of individuals (government employees and contractors) that are absent due to flu-like symptoms or due to care of a family member with flu-like symptoms. The form also captures the number of individuals absent due to the aforementioned factors that are teleworking. The intent is to understand the overall impact on operations at NASA HQ.

The report form is to be completed by the Emergency Planning Coordinators (EPCs) for each office. The data gathering methods can be determined internally; however data should come from supervisors and/or COTRs within the office. This will enable each office to maintain a firm understanding of which groups may be experiencing staffing shortages that could affect critical mission objectives and overarching mission essential functions. Only individuals assigned to NASA HQ and located on-site should be included in the reporting process.

Data should be collected by each office on a weekly basis. The reporting period is defined as Thursday through Close of Business (COB) Wednesday each week. Reports should be submitted by noon on Thursday. Each individual government employee or contractor counts numerically as 1. The numeric representation of the individual is not dependent on the duration of their absence during the reporting period.

This form will provide the data necessary to create a realistic snapshot of the impact of the influenza at NASA HQ. The data provided on these forms will assist senior leadership in implementing the appropriate mitigating and/or response actions necessary to protect NASA HQ employees.

Completing the Form

The surveillance process is voluntary. Should an employee request unscheduled leave during the reporting period, the supervisor should determine the nature of the illness and may ask: "Are you sick due to the flu or flu like symptoms?" The employee is not required to answer the question. If telework is appropriate for all or part of the day, supervisors should discuss expectations. Supervisors should follow the instruction sheet attached to the surveillance form titled "How to use this form" to capture relevant information.

Why are contractors included?

It is important to note that contractors make up a large portion of individuals working at NASA HQ. To effectively monitor the infection rate at NASA HQ it is vital to include contractors in the reporting process. Contractors are not required but are strongly encouraged to provide information on absenteeism.



due to the flu or flu like symptoms for individuals assigned on-site at NASA HQ. Due to procurement restrictions contractors are not required to provide information on absenteeism or staffing shortages.

Reporting Frequency

At this time EPCs are asked to provide the completed form on a weekly basis (no later than noon on Thursdays) to the NASA HQ Incident Command Post (ICP) HQ-Incident-Command-Post@mail.nasa.gov. Surveillance reporting requirements took effect on September 24th. Reminders will be sent by the ICP. The ICP staff will compile the data to provide a consolidated report to senior leadership as well as to meet future reporting requirements by the Agency and Federal Departments.

If the situation escalates the Executive Director of NASA HQ Operations may increase the reporting requirements to a daily occurrence. EPCs will receive all communications concerning reporting requirements from the ICP.